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2 AUG 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: [   ]   25X1

Director of Information Services

SUBJECT: OIS Weekly Report (26 July - 1 August 1984)

A. PROGRESS ON ACTION ITEMS

1. Two representatives from the Classification Review Division (CRD) have completed their TDY to the Dwight D. Eisenhower Presidential Library. Among the more interesting material reviewed were documents from the President's Committee on Information Activities Abroad (more popularly known as the Sprague Committee after its chairman Mansfield Sprague), and the Operations Coordinating Board (OCB). There remains about 105 boxes of OCB files, 22 boxes of Psychological Strategy Board files, and some miscellaneous files for a total of 135 boxes. In addition, the CRD officers reviewed certain CIA material that a Mr. Ee of John Hopkins University wanted to use in his biography on former President Eisenhower. By conducting the review while at the library, lengthy time and unnecessary paper work were avoided because the Library did not have to send the material to OIS for review.

2. The Agency Top Secret Control Officer (TSCO) from IRMD met with the OSWR TSCO and the SOVA TSCO to discuss office Top Secret (TS) collateral document holdings at the Agency Archives and Record Center (A&RC). They were given information to help determine the possible retirement job location of unrecorded TS collateral documents. The Agency TSCO also visited the ALA TSCO to discuss procedures for handling TS collateral documents and to review progress on the 1984 annual inventory. In addition, the Agency TSCO discussed with the DO TSCO the 1984 annual inventory and procedures for recording destruction of approximately 500 CIA-originated TS collateral documents being returned by DIA.

3. All the Memorandums of Understanding (MOUs) concerning agreement to share Information Services Centers (ISC) in the new Headquarters Building have been signed by the DA Offices. In addition, OL has approved the MOU concerning transfer of the courier responsibility for Ames Building to OIS. The only remaining Ames ISC participant that has yet to sign its MOU is ICS.

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

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2. The Senate Foreign Relations Committee (SFRC) has forwarded Agency classified testimony in the 1965-68 period for declassification and inclusion in the SFRC history to be published. It includes testimony by former DCI Rayborn concerning the presence of communists in the opposition which led to the Marines landing in the Dominican Republic. Considering the problems that arose in the previous review of other material for this publication (please refer to OIS Weekly dated 23 May 1984 for details), we will examine this material very closely.

3. IRMD was informed that DO has completed its review of approximately 110 cubic feet of permanent OSS records for transfer to the National Archives and Records Service (NARS). This--the second increment--consists of three complete OSS schedule items: "A" Report Logs, Washington/Field Office - Administrative Support Records, and OSS Field Office Files. Less than one cubic foot of material was withdrawn because of continued national security classification. OIS is coordinating the transfer to NARS.

4. IRMD sponsored a presentation by Mr. John Hanson of Micron Corporation on a method developed by Micron and SunFlex Systems to interface a microform reader with a microcomputer. The microcomputer serves as an indexing and information retrieval aid and performs other tasks for the user. Mr. Hanson demonstrated an application Micron is developing for Ford Motor Company dealers to use for inventory control and ordering auto parts. There were 43 attendees from various records management and micrographics areas of the Agency.

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C.   SCHEDULED MEETINGS

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